

Centre Policy on Assessment and Quality Assurance Processes for the Summer 2021 Alternative Arrangements

When submitting their policy as outlined in WJEC requirements and guidance booklet, centres must ensure that the seven areas identified are included in their submission. Centres do not have to structure their ""using the WJEC headings for each of the seven areas. The only requirement is that the seven areas are covered within the policy. However, some centres may wish to complete this Word template, but they are not obliged to do so.

Centre Name: St Cyres School	Centre Number: 68783
Policy adopted by Board of Governors on (insert date): 15th March 2020	Policy issued to staff on (insert date):
Member of staff responsible for the policy: Mr P Lewis	

Statement of Intent

The purpose of this Centre Policy is:

- to ensure that Centre Determined Grades (CDG) are conducted fairly, consistently, free from bias and effectively within and across departments, and maintained throughout the process
- to ensure the operation of effective processes with clear guidelines and support for staff
- to ensure that all staff involved in the processes clearly understand their roles and responsibilities
- to support teachers to take evidence-based decisions in line with Qualification Wales requirements
- to achieve a high standard of internal quality assurance in the allocation of CDGs
- to ensure the centre meets its obligations in relation to equality and disability legislation
- to ensure we meet all requirements set out in the Special Regulatory Conditions, Joint Council for Qualifications and Awarding Organisation instructions for Summer 2021 qualifications.

It will be the responsibility of everyone involved in the generation of Centre Determined Grades to read, understand, and implement the policy.

1. Roles and responsibilities
<p><u>Governing Body</u></p> <ul style="list-style-type: none"> ● To ratify centre policy ● To be involved in the overall decisions made about the process for awarding CDG's <p><u>Headteacher</u></p> <ul style="list-style-type: none"> ● To coordinate the development of the Centre policy ● Sign off all subject assessment plans ● To ensure that all quality assurance processes are in place - Public Sector Equalities Duty ● Manage any potential conflicts of interest in relation to the submission of centre determined grades ● Sign the centre declaration

- Public Sector Equalities Duty

Senior Staff involved in quality assurance of assessment plans and final decisions

- Centre standardisation of CDG's
- Set the leadership vision and ethos for the allocation of CDGs
- Ensure support and training for staff
- Support the Headteacher and manage middle leaders in the quality assurance processes
- Devise the high level policy for allocation of CDGs
- Ensure all evidence and records are stored securely
- Ensure a consistent approach across the centre's departments
- Internal Appeals - Mr R.Bruton Acting Deputy Head, with support from Jo Ware

ALNCo

- Ensure Register of Access Arrangements is up to date and is shared with staff
- Provide necessary support for pupils who have allocated access arrangements
- Be familiar with all JCQ guidance for special consideration access arrangements and general information for ALNCOs including the supplementary information for 2021
- To ensure access arrangements are in place for all relevant pupils
- To ensure equality of all vulnerable learners.

Curriculum / Subject leaders

- To develop subject assessment plans
- To ensure teams have a shared understanding of the marking criteria
- To oversee the running of adapted assessments
- To mark adapted assessments
- To ensure standardisation takes place so that the marking of adapted assessments and awarding of CDG's is done in a fair and consistent way
- To ensure there are opportunities for anonymised moderation to eliminate unconscious bias
- To provide evidence for the allocation of a centre determined grade for each pupil
- To attend all relevant training provided by the WJEC and Qualifications Wales
- Ensure all evidence and records are stored safely and securely
- Ensure a consistent approach across the subject
- Ensure all learner work is stored safely and securely to be retrieved in the event of an appeal

Teaching staff

- Teaching and Learning
- To attend all relevant training provided by the WJEC and Qualifications Wales
- To mark adapted assessments based on approved mark schemes
- To follow subject assessment plans
- Support subject leads in the generation of assessment plans
- Ensure assessments are carried out under appropriate level of control
- To provide evidence for the allocation of a centre determined grade for each pupil
- Provide evidence for learners to support the allocation of CDG which are fair valid and reliable
- Complete learner decision records
- Ensure all evidence and records are stored safely and securely
- Ensure all learner work is stored safely and securely to be retrieved in the event of an appeal

Examinations officer

- Internally produced SIMS marksheets for CDG submission
- To help the leadership team ensure that all processes are correctly followed
- To support on raising awareness with staff
- To load provisional CDG's into ALPS for internal standardisation
- To produce a report template for provisional CDG's
- To ensure pupils receive a report of their provisional CDG's
- To log all internal appeals and pass to the relevant internal appeals team
- To support in the school's internal standardisation process
- To ensure that staff have access to all WJEC training material
- To ensure relevant staff have access to the CDG marksheets for final submission of CDG's
- To ensure that all staff are aware of access arrangements
- To ensure that all pupils are correctly entered for their relevant qualifications at the correct level.
- To ensure that adapted papers are available for pupils with approved access arrangements.
- Support Leadership Team lead in all aspects of the CDG process
- Ensure all entries are accurate and timely
- Upload all information to WJEC to timeline required
- Support Leadership Team lead in managing appeals
- Be aware of all JCQ guidance including special amendments for 2021

2. Subject assessment plans

- All assessment plans will be developed in line with the WJEC qualifications assessment frameworks.
- Subject assessment plans will be produced by subject leaders and internally moderated by Heads of Faculty.
- Heads of Faculty will review assessment plans to ensure they meet the WJEC assessment frameworks.
- Heads of Faculties will pass back any assessment plans that do not meet the above criteria and insist on resubmission.
- Heads of Faculty will submit approved assessment plans to the Leadership Team review team.
- LeadershipTeam review team will review all subject assessment plans to ensure that they meet assessment frameworks and are in line with school policy.
- The Leadership Team review team will pass back any assessment plans that do not meet the above criteria and insist on resubmission.
- Assessment methods will be outlined in the subject assessment plan and will be available to all assessment teachers within the subject.
- WJEC mark schemes will be used for marking the adapted assessments. These will be discussed in faculty and department meetings before the assessment window to ensure all members of staff are familiar with the mark schemes and how to apply them.

3. Centre devised assessments

- We are advising that all subjects use the adapted assessments rather than creating their own centre devised assessments.
- Where subjects leaders have adapted assessments we have given strict guidance that:
 - Questions can only be adapted in a very minor way e.g. in maths questions a different number may be used.
 - The adaptations should still work with the current mark schemes provided by the exam board
 - No new questions can be written from scratch and added to the paper
 - Quality assurance must take place at subject leader level.

4. Assessment delivery

Please see assessment delivery plan below which covers:

- Face to face and provision
- Remote provision
- Levels of supervision
- Duration of task taking

- Adapted assessments should be conducted as a Walking Talking Mock (WTM).
 - Maximum length for each WTM is 40 mins (to allow for pupils with access arrangements)
 - Subjects with multiple classes must be consistent with the delivery of the WTM (ideally an internally produced video or script that everyone plays)
 - Exams Officer / ALNCo will provide a list of all pupils entitled to access arrangements
 - Pupils entitled to extra time should be able to continue after the 40 mins (classroom management is key to allow pupils to complete these in a positive working environment)
- All subjects that have an exam element to their course MUST carry out an adapted assessment.
- Staff who have not previously conducted WTM's will receive training during the INSET day before Easter.
- Should be conducted as closed book WTM's to ensure authenticity of pupils' work
- Revision booklets can be provided as long as this is consistent within subjects (i.e. subjects with multiple classes should have access to the same revision booklets)
- Assessment conditions necessary
 - Pupils MUST answer the questions independently, this will avoid plagiarism
 - Consideration must be given to pupils with special requirements and additional time
 - Positive working environment is key
 - Subjects with multiple classes must be consistent with how they approach this
- Procedures for individual pupils who are self isolating / unwell and unable to attend school?
 - Wherever possible they should complete over Google Meet under the same conditions - camera must be turned on to ensure this.
 - Pupils who are genuinely ill would need to provide a doctor's note

- In these circumstances other evidence would need to be used to determine the CDG.

- **Timetable for adapted assessments**

Date	Year 11	Year 10	Year 12	Year 13
15th March	Year 11&13 return to school			
17th March	Year 12 return to school			
22nd March	Year 10 return to school			
15th-26th March	Normal Teaching and Learning			
Easter				
12th-16th April	Option Column A&B(part a) + Core subjects	Literature & Numeracy	Option Column A,C,E	Option Column A,C,E
19th-23rd April	Option Column C&D(part a) + Core subjects	Literature & Numeracy	Option Column D, B	Option Column D, B
26th -30th April	Option Column C&D (part b) + Core subjects	Literature & Numeracy	Option Column A,C,E	Option Column A,C,E
3rd-7th May	Option Column A&B (part b) + Core subjects	Literature & Numeracy	Option Column D, B	Option Column D, B

- **Procedures for a whole year group isolating**
 - All pupils would complete through Google Meet with their cameras turned on.
 - Pupils who are genuinely ill would need to provide a doctor's note.
 - In these circumstances other evidence would need to be used to determine the CDG.
- **Avoiding centre malpractice**
 - All subject assessment plans will be reviewed to ensure that CDG's have been planned in line with guidance
 - All staff will receive a copy of the centre policy for CDG's and will familiarise themselves with all elements.
 - Staff will attend all training provided by the WJEC
 - A constant cycle of monitoring and review will take place by Heads of Faculty and Leadership Team throughout the process.
- **Access arrangements:**
 - A full list of all pupils with access arrangements will be shared with all HOFs and HOYs
 - HOFs will be responsible for ensuring that all access arrangements are adhered to throughout the course of the adapted assessments.
 - The ALNCo will speak to HOFs to ensure that they have access arrangements in place and to verify their processes.
 - All lessons are 60 minutes long; adapted assessments will last for a maximum of 40 mins each lesson, to allow for pupils with additional time to have the correct provision over the course of the adapted assessment
- **Record keeping**
 - All subject teachers will be responsible for ensuring that all evidence used to determine CDG outcomes is stored securely by passing to the exams officer.
 - Adapted assessment must be handed in at the end of each session and stored securely.

- The exams officer will place all evidence provided to her into the safe for secure storage.
- Provision of feedback
 - Individual feedback on adapted assessments will not be provided
 - Pupils will all be provided with a provisional Centre Determined Grade in June
 - The Exams officer will be responsible for ensuring that every pupil receives a provisional CDG report.
- Managing any conflicts of interest
 - All members of staff have been asked to declare any conflicts of interest.
 - Conflicts of interest will be registered with the exams officer and Assistant Headteacher in charge of assessments.
 - Assistant Headteacher will advise of alternative arrangements of any conflicts of interest
 - Exams Office will record any conflicts of interests and alternative arrangements made.
- Training
 - All staff will attend all of the training provided by the WJEC
 - Heads of subject will be responsible for ensuring that all subject teachers understand:
 - How to conduct the adapted assessment
 - how to apply the mark scheme when marking the adapted assessment
 - How to determine CDG using all evidence available as stated in the assessment plan.

5. Quality assurance of assessment and grading decisions

- All subject leaders will carry out moderation and standardisation for the marking of the adapted assessments.
- Adapted assessments sample size will follow the same sizes adopted by the WJEC

<i>Total number of candidates for component</i>	<i>Sample size</i>
1 – 10	All
11 - 100	10
101 - 200	15
201 - 300	25
301+	25

- Decisions about grading will be done on a forum basis, where teachers will justify the grading decision based on the evidence available.
- All subject teachers for the qualification will be involved in the subject grading forum.
- Subject leaders and Heads of Faculty will lead on the subject grading forum
- All decisions on CDG will be reviewed by the Leadership Team, to ensure that overall centre grades are in line with previous years' outcomes and expected outcomes for the cohort.

- HOF and Leadership Team members will review results in line with historical data and will consider this in all decisions.
- SIMS will be used to record all initial assessment and grading decisions.
- SIMS will be used to record internal quality assured grades
- All work will be reviewed anonymously to ensure that all decisions are made impartially and to ensure protected characteristics do not form part of any decisions made.
- The Headteacher will oversee that all decisions have been made in compliance with the Public Sectors Equality Duty

6. Learner and parents/carers communication

- A live Parents' Information Evening will be held on Thursday 11th March to ensure that all pupils, parents and carers are aware of the schools approach to awarding CDGs.
- Parents / pupils will be able to ask relevant questions through a live chat function
- The session will be recorded and shared for any parents / pupils that are unable attend
- A copy of the recording will be placed on the school's website.
- Parents will be told that any information shared is subject to change due to final guidance from Qualifications Wales
- Pupils will receive a copy of the live event on their exam google classroom.
- Any changes to guidance will be:
 - sent in writing to pupils and parents
 - published on the exams google classroom
 - published on the school website
- Governors will be fully trained on the schools approach to awarding CDGs.
- Parents / Pupils will be advised during the information evening when to expect provisional centre determined grades.

7. Internal reviews and complaints

- The internal appeals procedure related to all internal assessments will be shared with all concerned parties including staff, parents and parents / carers
- The school's complaints procedure will be shared with all concerned parties including staff, parents and parents / carers
- The Examinations Officer and Assistant Headteacher responsible for assessment will review the WJEC's internal review and appeals procedure on publication on April 26 and will review our internal policies where relevant to reflect up to date information.
- Our internal complaints procedure:
 - All internal appeals will be reported to our Deputy Examinations Officer who will record the appeal
 - All internal appeals will be passed to the current Acting Deputy Headteacher who has been appointed to deal with all internal appeals for this examination series.
 - Where necessary the Chair of Governors will oversee any decisions made regarding internal appeals.
 - The internal appeals process is attached

- The complaints process is attached